SPECIAL PROVISIONS
TO THE
CITY OF LINCOLN
STANDARD SPECIFICATIONS

Water Replacement Project in Sumner St. from 53rd St. to 56th St.; 53rd St. from Sumner St. to Oldham St.; Oldham St. from 53rd St. to 56th St. & 56th St. from Oldham St. to Franklin St.
City of Lincoln

Water Replacement Project No. 702782

These Special Provisions amend or supplement the City of Lincoln Standard Specifications for Municipal Construction, 2011 Edition and subsequent Special Provisions to these standards, and other provisions of the Contract Documents as indicated herein. All provisions that are not so amended or supplemented, via these special provisions or the approved supplemental specifications on the City of Lincoln’s website, remain in full force and effect.

STATUS OF UTILITIES

The following information is current as of August 9, 2016. The Contractor should request a utility status update at the project pre-construction conference, and/or prior to starting work.

Utilities known to have facilities in the project area:

Private Utilities

The following utilities are known to exist within the Project limits, and may be relocated or reconstructed in coordination with this Project. The Contractor shall take into consideration the associated durations of utility relocations or reconstructions, and these associated durations should be considered in the baseline schedule, and prosecution of the Work. The Contractor shall conduct ongoing coordination meetings with all utility owners to facilitate these relocations.

Lincoln Electric System – Overhead and underground electric lines and street lighting have been identified which parallel and cross the proposed water main at numerous points throughout the project. Although the Contractor should be aware of these lines, it is not anticipated that any impacts or relocation of facilities will be needed as part of this project, however bracing or removal and replacement of some street light poles may be needed to facilitate construction. The Contractor should contact the person below 10 days prior to commencement of construction regarding bracing of street lighting.
Contact: Steve Wallingford
Phone: (402) 467-7680
Black Hills Energy – Underground gas lines have been identified which parallel and cross the proposed water main at numerous points throughout the project. Although the Contractor should be aware of these mains, it is not anticipated that any impacts or relocation of facilities will be needed as part of this project.
Contact: Randy Kreifels
Phone: (402) 437-1715

Time Warner Cable/Charter Communications – Overhead and underground television lines have been identified which parallel and cross the proposed water main at numerous points throughout the project. Although the Contractor should be aware of these lines, it is not anticipated that any impacts or relocation of facilities will be needed as part of this project, however bracing or removal and replacement of some poles may be needed to facilitate construction. The Contractor should contact the person below 10 days prior to commencement of construction regarding bracing of street lighting.
Contact: Jon Petersen
Phone: (402) 432-6374

Windstream – Overhead and underground telecommunication lines have been identified which parallel and cross the proposed water main at numerous points throughout the project. Although the Contractor should be aware of these lines, it is not anticipated that any impacts or relocation of facilities will be needed as part of this project, however bracing or removal and replacement of some poles may be needed to facilitate construction. The Contractor should contact the person below 10 days prior to commencement of construction regarding bracing of street lighting.
Contact: Jon Littrell
Phone: (402) 436-4308

Public Utilities

Underground Wastewater – Existing underground wastewater lines and manholes have been identified which cross and parallel the proposed project at numerous locations within the project limits. These facilities have been plotted based on best known information available and are shown on the plans. The proposed water main has been designed to avoid conflicts with all existing wastewater lines located within the scope of this project.

Underground Storm Water – Existing underground stormwater lines, manholes and inlets have been identified which cross and parallel the proposed project at numerous locations within the project limits. These facilities have been plotted based on best known information available and are shown on the plans. The proposed water main has been designed to avoid conflicts with all existing public storm water lines and inlets, however, some wrapping of water pipe and joints with Bentomat® CL Geosynthetic clay liner (GCL) may be needed. These areas have been called out on the plans.
TYPE “B” SAWING

The following Special Provision shall replace Section 1.06, of the General Miscellaneous Items of the current City Standard Specifications for Municipal Construction.

A. GENERAL

Portland Cement Concrete (PCC) pavement to be removed shall be isolated from the paving to remain by cutting a full depth saw cut, using either a wheel saw or diamond blade. If a wheel saw is used, additional sawing shall be required to provide smooth, straight and true vertical faces.

The Contractor shall immediately and continuously remove the slurry or residue from the saw cut operation. The Contractor shall not permit the residue to flow across shoulders or lanes occupied by traffic or into gutters or other drainage facilities and shall leave slabs clean and dry, with no residue remaining upon completion of sawing operations.

B. BASIS OF PAYMENT

When called for in the proposal, sawing Portland Cement Concrete (PCC) pavement, completed in conformance with these Standard Specifications and accepted by the City’s Project Manager shall be measured and paid for at the contract unit price bid per linear foot for TYPE “B” SAWING. Such payment shall be full compensation for all Work associated with isolating the pavement to be removed, cleaning of slabs and removal of slurry or residue, equipment, tools, labor, materials, and incidentals necessary to complete this item of Work.

LAWN SPRINKLER SYSTEMS

The Contractor shall locate, flag and protect lawn sprinkler systems to the best of their ability and repair any portion of a lawn sprinkler system that are damaged by his work operations. No direct payment will be made for locating, flagging and protecting sprinkler systems, and it shall be considered subsidiary to other items for which direct payment is made, however, when lawn sprinklers are damaged and repaired as a result of the work, it shall be approved by the Project Manager and paid as an ‘extra work item’, on a Time and Materials basis.

STATUS OF RIGHT OF WAY

No additional Right of Way or easements will be required to perform construction as part of this project.

STATUS OF PERMITS

No permits will be required to perform construction as part of this project.
FIELD ADJUSTMENTS – MAILBOXES

Mail boxes which conflict with construction or service reconstruction shall be removed by the Contractor and set in a temporary location designated by the Engineer. At the completion of construction, the Contractor shall reset all mail boxes as nearly as possible to their original locations and in conformance with Postal Regulations. The condition of the mail boxes shall be equal to their original condition or shall be replaced by the Contractor at the Contractor's expense. Mail boxes which are ornamental in nature or which, in the opinion of the Engineer, cannot be temporarily relocated shall be delivered to the owner.

Removal, relocation, and resetting of mail boxes or storage and resetting of mail boxes, completed in conformance with these Specifications and accepted by the Engineer, shall not be measured and paid for separately. Such cost shall be considered a part of the unit prices for which direct payment is made.

ASPHALTIC CONCRETE MIXTURES

Chapter 6.02 Asphaltic Concrete Mixtures Section (A) General of the 2011 City of Lincoln Standard Specification for Municipal Construction is hereby amended as follows:

Table 6.02 A shall be replaced with the following:

<table>
<thead>
<tr>
<th>Type (Use)</th>
<th>Mix Requirements</th>
<th>AC Grade</th>
<th>Aggregate Blend</th>
<th>Gradation Requirements</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Surface Course Arterial Streets</td>
<td>SPH (Superpave)</td>
<td>PG 70-34</td>
<td>25% Virgin Agg. 90% Max.</td>
<td>1/8&quot; Band (Superpave)</td>
</tr>
<tr>
<td>2 Surface Course Non-Arterial Streets</td>
<td>SPH (Superpave)</td>
<td>PG 64-34</td>
<td>35% Limestone 95% Max.</td>
<td>SPR Band (Superpave)</td>
</tr>
<tr>
<td>** Surface and Base Lifts, Parking Lots, and Temporary Pavement</td>
<td>SPH (Superpave)</td>
<td>PG 64-34</td>
<td>50% Limestone 95% Max.</td>
<td>SPR Band (Superpave)</td>
</tr>
<tr>
<td>***</td>
<td>4</td>
<td>Patching</td>
<td>5.0% Min. AC by weight of mix</td>
<td>****</td>
</tr>
<tr>
<td>-----</td>
<td>---</td>
<td>----------</td>
<td>-----------------------------</td>
<td>------</td>
</tr>
</tbody>
</table>

* % AC shall be determined by ignition oven results.
** Type 3 mixtures will not require mix design verification testing by the City but Contractor’s mix design data must be approved by the City Engineer prior to use.
*** Type 4 mix for patching must be approved by the City Engineer prior to use.
**** PG 64-22 if less than 25% RAP in mix.
***** Indicates aggregates crushing by mechanical means.

Chapter 6.06 Basis of Payment of the 2011 City of Lincoln Standard Specification for Municipal Construction is hereby amended as follows:

Table 6.06 C, as follows, shall be added:

**TABLE 6.06 C – AC CONTENT ACCEPTANCE SCHEDULE**

<table>
<thead>
<tr>
<th>% Below Minimum AC</th>
<th>% of Payment</th>
</tr>
</thead>
<tbody>
<tr>
<td>0.2</td>
<td>80</td>
</tr>
<tr>
<td>0.3</td>
<td>70</td>
</tr>
<tr>
<td>0.4</td>
<td>60</td>
</tr>
<tr>
<td>Greater than 0.4</td>
<td>50 or reject</td>
</tr>
</tbody>
</table>

**HIGH EARLY STRENGTH P.C. CONCRETE PAVEMENT**

The Contractor shall provide High Early Strength Portland Cement Concrete for use at roadways and drives as directed by the Engineer to facilitate access to adjacent properties or opening of the roadways. High Early Strength Portland Cement Concrete for roadways and drives shall be City of Lincoln L5500 Concrete.

The Contractor, at his option, may elect to use the High Early Strength Concrete at other locations to facilitate his operations, subject to approval of the Engineer. Additional payment will not be made over and above the unit price bid for Concrete Pavement for use of High Early Strength Concrete under these circumstances.

To facilitate construction of the project, the Engineer may direct the Contractor to use High Early Strength Concrete at certain locations where needed. The Contractor shall receive an additional payment of $3.00 per square yard over the bid price for concrete pavement for use of High Early Strength Portland Cement Concrete Pavement that is authorized by the Engineer, based upon the in-place surface area of the concrete, which is constructed. The in-place surface area of the concrete shall be measured in the field and concrete tickets shall be provided to the Engineer.
POTHOLING OF WATER SERVICES

This work shall consist of the potholing or excavating of existing water services to determine location, size and material prior to reconnection or reconstruction and the restoration of the excavation to the original condition once reconstruction or reconnection has occurred. Work shall be completed in advance of construction to allow necessary adjustments in plan and profile. Water service locations which are easily identifiable based on visible curb stops in the field will not be compensated for. The following is a listing of property addresses where curb stops could not be easily identified based on topographic survey or site visit during the design phase:

1) 5434 Sumner St.
2) 1724 S. 53rd St.
3) 5444 Oldham St.
4) 5500 Oldham St.

BASIS OF PAYMENT

The basis of payment for POTHOLE WATER SERVICE shall be on an EACH basis. Such payment shall be full compensation for all excavation, removal, disposal, backfilling, materials, equipment, tools, labor, and incidentals necessary to complete the work.

WASTEWATER SERVICES

The Contractor shall field verify the location and elevation of all existing utilities, including wastewater services, through the use of potholing, excavation or other approved means prior to construction on this project. No payment shall be made for this work and it shall be considered subsidiary to items for which direct payment is made.

SEDIMENT CONTROL

The Contractor will be responsible for ensuring that all excavated materials are maintained within the project site at all times. It is recommended that all material stockpiles be protected by encircling them with straw wattles and covering them with plastic polyethylene wrapping if the possibility of rain is likely. The Contractor may choose another method of controlling sediment materials but must get approval from the Engineer prior to doing so.

The Contractor should perform a daily inspection of the project site and any loose sediment materials, not contained within stockpile areas, shall immediately be cleaned from pavement surfaces.

No additional payment shall be made to the Contractor for measures implemented to maintain excavated materials within the project site. Sediment control measures, above
what is called for on the plans, shall be considered subsidiary to other items for which direct payment is made.

BENTOMAT® CL GEOSYNTHETIC CLAY LINER

GENERAL

This work shall consist of installation of Bentomat® CL Geosynthetic clay liner (GCL) on water pipe as specified on the plans.

MATERIAL

GCL shall be Bentomat® CL Geosynthetic clay liner (GCL) as manufactured by CETCO and dry Bentonite granules shall be non-toxic, high swelling, low dust, granular, sodium bentonite used for sealing overlapped sections of geosynthetic clay liner around pipe. Acceptable brands are CETCO Volclay CG-50 (50 lb. bag) and BAROID granular bentonite (50 lb. bag) available at local horizontal directional drilling (HDD) supply companies.

INDICATIONS FOR USE

As specified on drawings, in Contract Specifications or as directed by the Engineer, GCL shall be installed in accordance with this Construction Standard on all water pipe in locations where it is impractical or uneconomical to obtain the required separation between the water main and existing or proposed sanitary or storm sewers per State of Nebraska Department of Health and Human Services Title 179 NAC 7.

The GCL shall be installed 360° around polyethylene encased pipe to create a second barrier between the pipe and the surrounding soil. For pipe that normally is not encased in polyethylene wrap (i.e. PVC, HDPE, etc), install one layer of polyethylene wrap prior to installing the GCL. All lumps of clay, mud, and so forth, on the pipe surface shall be removed prior to installation of the polyethylene encasement and GCL. During installation, care shall be taken to prevent soil from becoming trapped between the polyethylene encased pipe and GCL.

The GCL shall be installed in a manner to provide a snug fit. Extra care shall be taken to completely cover and bridge irregular surfaces such as bell-spigot interfaces, bolted connections, and fittings. The GCL shall not be installed in locations where the surrounding soil is contaminated.

EQUIPMENT

Additional equipment needed for installation of GCL’s includes:

- Sharp Gasket Knife and spare blades
- Bentonite mastic and/or granular Bentonite paste made from dry powder
sodium Bentonite
- Adhesive tape

Cutting GCL shall be performed using a sharp gasket knife. Frequent blade changes are recommended to avoid tearing of the geotextile components of the GCL.

The GCL shall be sealed around pipe joints, MJ hubs, flanges, bolts, nuts, valve bonnets, actuators, etc. using tape and bentonite past or bentonite mastic to seal GCL to these irregular surfaces.

**BENTONITE PAST PREPARATION**

Bentonite paste shall be prepared immediately prior to installation of the GCL. Mix water with bentonite granules to form a paste with a consistency similar to peanut butter. Spread bentonite past on seams and folds before taping. If desired, bentonite paste may be spread with a trowel on polyethylene-wrapped pipe and fittings before wrapping with GCL.

**INSTALLATION ON PIPE**

The standard 15’ wide roll of GCL is similar to heavy carpeting for handling purposes. Unroll the 15’ roll of GCL and cut off the required amount needed to wrap around the outside diameter plus the required seam overlap on the bell end of MJ or RJ pipe. Refer to Table 1 below for the amount to cut from the roll.

<table>
<thead>
<tr>
<th>PIPE SIZE</th>
<th>OD MJ/RJ BELL</th>
<th>CIRCUMFERENCE OF MJ/RJ BELL</th>
<th>MINIMUM SEAM OVERLAP ON MJ/RJ BELL</th>
<th>FEET TO CUT FROM 15’ WIDE ROLL</th>
</tr>
</thead>
<tbody>
<tr>
<td>6”</td>
<td>11.44”</td>
<td>35.94”</td>
<td>6”</td>
<td>4’</td>
</tr>
<tr>
<td>8”</td>
<td>13.97”</td>
<td>43.89”</td>
<td>6”</td>
<td>4’</td>
</tr>
<tr>
<td>12”</td>
<td>18.75”</td>
<td>58.90”</td>
<td>6”</td>
<td>6’</td>
</tr>
<tr>
<td>16”</td>
<td>23.22”</td>
<td>72.95”</td>
<td>6”</td>
<td>7’</td>
</tr>
<tr>
<td>24”</td>
<td>32.54”</td>
<td>102.23”</td>
<td>9”</td>
<td>10’</td>
</tr>
</tbody>
</table>

The GCL shall be wrapped around the pipe for the full length of the piping section, as indicated on project drawings or as directed by the Engineer, plus 2 additional feet. Therefore, if the section of pipe is longer than 13’, additional sections of GCL shall be cut off the roll and installed on the pipe in an overlapped fashion until the required length of pipe plus the additional 1’ on each end has been wrapped.

For example:

If a section of 12” diameter pipe to be covered with GCL is 20’ long, two 6’ long sections would be cut off the 15’ wide GCL roll. These sections would be trimmed and overlapped a minimum of 1’ in the middle and 1’ on each end of the pipe section for a total distance of 22’, see Figure 1 and Figure 2. Seal the area where the two sections of
GCL overlap with Bentonite paste and tape closed.

**FIGURE 1**

**FIGURE 2**

Bring the sections of GCL up and around the circumference of the pipe overlapping the bell, barrel and spigot with a minimum of 6" to 9" as specified in Table 1. Take up the slack width at the top of the pipe as shown in Figure 3 to make a snug but not tight fit along the barrel of the pipe and/or surface of fitting, securing any folds in the GCL with tape. Folds shall be made, pasted and taped closed such that open area of fold does not collect back-fill material. Spread bentonite paste over folds and seams to seal wrap as needed prior to backfilling.

After folds and seams have been pasted and taped closed along the longitude of the pipe section the ends shall be pasted with bentonite and sealed with tape as shown in Figure 4.
INSTALLATION AT SEWER CROSSING

Bentomat® encasement at sewer crossing shall extend a minimum of 10’ beyond the outside edges of single sewers. At locations where multiple sewers are crossed, the encasement shall extend 10’ from the outside edge of the first sewer crossing to 10’ beyond the outside edge of the last sewer crossing. See Figure 4A.
TRAFFIC CONTROL

The Contractor will be responsible for maintaining vehicular and pedestrian access to schools and local businesses adjacent to the work site at all times. The Contractor shall coordinate and communicate all changes in traffic flow for drop-off and pick-up at Holmes Elementary School with the following contact person:
Mr. Haeven Pederson
Principal – Holmes Elementary School
(402) 436-1143
hpeders@lps.org

The Contractor will be responsible for maintaining two-way traffic on 56th St. at all times. The Contractor will be allowed to shift southbound traffic into the center two-way left turn lane to facilitate construction, however, the duration of lane shifts should be minimized to the extent possible.

The Contractor will also be responsible for maintaining pedestrian access (where present) through or around the work site at all times.

The Contractor will be responsible for ensuring that all City of Lincoln traffic signs be replaced in the same location, elevation and condition that they were found.

STAGING OF EQUIPMENT AND MATERIALS

The Contractor will be allowed to stage materials and equipment used for the Construction of this project within City owned Right-of-Way provided that the Traffic Control provisions listed in these Special Provisions are met. The Contractor may choose to use another location for the staging of equipment and materials but must get approval from any private property owners, Lincoln Water System and Public Works and Utilities representatives prior to doing so.

PROJECT PHASING

The Contractor will be responsible for meeting the following construction phasing requirements:

The Contractor will have seventy-five (75) calendar days to achieve “Substantial Completion”, as defined by Chapter 23.16 of the Standard Specification for Municipal Construction, on this project.

The Contractor will have until 08/12/17 to achieve Substantial Completion.

The Contractor will have until 09/15/17 to achieve Final Completion.
SPECIAL PROSECUTION AND PROGRESS OF WORK

For the purposes of minimizing disruptions to customers it is required that the Contractor progress with construction, testing and disinfection of the proposed main in the following sequence. The Contractor shall review this Progress of Work prior to construction and confirm the ability to meet these requirements. The Contractor may submit an alternate progress of work prior to construction.

1. Install the mains in Sumner St., 53rd St., Oldham St. and 56th St.
2. Connect the main via the tapping sleeve and valve at 56th St. & Franklin St. Do not connect the mains at 53rd St. & Oldham St. and 56th & Sumner St. at this time.
3. Test, disinfect and flush the mains on 56th St., Oldham St., 53rd St. and Sumner St. through the proposed hydrants listed in the plans.
4. Transfer services from the old main to the new main in 56th St., Oldham St., 53rd St. and Sumner St.
5. Isolate the existing mains, remove fittings, make connections to the existing mains and abandon where called for on the plans.

The Contractor shall coordinate all service disruptions or shut-downs with affected businesses and the Lincoln Water System prior to performing work.

The Contractor may choose to construct, disinfect and flush by different means, but must get approval from the Lincoln Water System and Public Works and Utilities representatives prior to doing so.

Certain operations regarding construction of this project will require shutdowns, or disruptions of water service. For the purposes of bidding on this contract the Contractor should be aware that these operations and shutdowns shall be coordinated with all affected customers and may require nighttime or after-hours construction.

For the purposes of bidding on this project the Contractor shall assume that ALL service reconstructions will be done through after-hours or nighttime construction.

LIQUIDATED DAMAGES

Considering approves extensions of time, liquidated damages shall be accrued, per the General Conditions of the City of Lincoln Standard Specification for Municipal Construction, on any location not completed within the allotted time frame for Substantial and Final Completion, as specified in the “PROJECT PHASING” portion of these Special Provisions.

DIRECTIONAL DRILLING PLAN AND PROFILE

When directional drilling is proposed by the Contractor, in open-cut areas as specified on the plans, the Contractor shall submit a plan and profile, prior to construction and
following investigation of utilities and water services, for review and approval by the Engineer. Deviations from the design profile may be cause for rejecting directional drilling as a method of construction.

WATER MAIN SHUTDOWNS

The following procedure shall be used for shut downs of water mains. These procedures are supplemental to the requirements in the Lincoln Standard Specifications for Municipal Construction.

1. The Lincoln Water System schedules all shutdowns of the existing water system and corresponding interruptions of service to customers. Unless otherwise approved by the Engineer, the Contractor shall excavate areas of work prior to LWS scheduling shutdowns with customers to better assess the time required for the service interruption. In all cases the Contractor shall provide at least 48 hour notification for a request to interrupt service.

2. Prior to LWS making the shutdown, the Contractor shall be fully prepared to perform the work in the most expedient manner possible. The Contractor shall have all necessary fittings, pipe, tools, and accessories available onsite to perform the work. If in the opinion of LWS or the Engineer that the contractor is not prepared to perform the work, a shutdown shall not be provided. The LWS reserves the right to charge the contractor a lump sum amount not to exceed $200 if the shutdown is cancelled due to lack of preparedness. This condition shall be not cause for claim of damages or additional compensation by the Contractor.

3. If the proposed work involves any fittings to complete the installation, then a plan must be submitted to LWS for approval. The aforementioned plan shall indicate all fittings and dimensions of any pieces to be installed to complete the work causing the shut down. The plan shall indicate the estimated time out of service, requested time for the shutdown, general description of how the work will be performed, required pumping equipment and the number of employees expected to perform the work.

4. The water main shall be excavated prior to the shutdown and the excavation prepared to make work conditions safe and clean. Where directed by LWS or the Engineer, the contractor shall use crushed rock or crushed concrete in the bottom of the excavation to provide a suitable work surface for ease of construction and to provide for sanitary conditions. These materials shall be compensated in accordance to applicable bid items.

5. Contractors shall be adequately equipped to pump drain water and anticipate some leakage of water past valves. Adequate pumping equipment shall be shall be a condition for approval of the shut down plan.
6. All parts/pieces necessary to complete the work must be preassembled to the extent possible prior to the actual valve closure or the water will not be shut off.

7. There shall be no cost for a shut down which interrupts water service for less than two (2) hours. For interruptions of water service lasting two (2) or more hours the Contractor shall be charged $200 for each hour or portion of an hour past the initial two (2) period of time. The shut down time shall be considered the time from when the water main has been isolated by the Lincoln Water System (LWS) to the extent possible up to the time that LWS is notified that work has been completed sufficiently to allow service to be restored. This cost shall not be reimbursable.

WATER SERVICE RECONSTRUCTION

Some water service reconstructions, along the project, shall include full replacement of the service pipe from the new tap to, and including, a new curb stop and curb stop box. Properties that will require new curb stops and curb stop boxes have been identified in the Reconstruct Water Service Pipe build notes in the plans. All materials and work shall be subsidiary to water service reconstruction and furnished by the Contractor. Furnished materials shall be in accordance to Lincoln Water System Water Service Manual.

INSTALLATION OF VALVE AND HYDRANTS

Chapter 23.08 Installation of Valves and Hydrants Section (A) General of the 2011 City of Lincoln Standard Specification for Municipal Construction is hereby amended as follows:

The following language is hereby added:

Fire hydrant barrel lengths shown on the plans are estimated and may not be sufficient dimensions for actual field conditions due to conflicting utilities and field modifications of water main profile. Contractors shall confirm actual hydrant barrel length required prior to construction so that hydrants are constructed in accordance to the LSP. This work shall be subsidiary to the water main construction.

SALES TAX

This language modifies and clarifies Section VI> Paragraph S of the General Conditions and Requirements of the City of Lincoln’s 2006 Standard Specification for Municipal Construction.

Sales and Uses Tax
Any portion of this project used for providing water service, such as pipe and fittings for water mains, is subject to sales and use taxes.

The remainder of this project is exempt from sales and use taxes.

No one shall issue the Purchasing Agent Appointment (PAA) certificate forms except the Purchasing Agent. When the contractor requests these forms they need to inform the Purchasing Agent what materials they are buying and for which project (identify with project description and number).